

29 JUL 1981

STAT MEMORANDUM FOR:
ODP Representative
Agency Building Planning Committee

STAT FROM:
Executive Officer, Office of Information Services

SUBJECT: Building Requirements - Chapter Two

REFERENCE: Your memorandum dated 10 July 1981; Same Subject
(ODP 81-892)

In response to reference request, the attached information provides the current "non-office space" utilized by the Office of Information Services and our requirements projected for FY 1987. If additional information is required, I can be reached on extension

Attachment:
As stated

OFFICE OF INFORMATION SERVICES

Non-office Space Survey

Current Usage

	<u>Category</u>	<u>Room</u>	<u>Sq. Ft.</u>
<i>Travel</i>	Conference (1)	1207 Ames	1,000
<i>IPD</i>	Central File	1A20 HQS	180
<i>CRD</i>	Vaulted Storage	712 Ames	85

OFFICE OF INFORMATION SERVICES

Non-office Space Survey

FY 1987 Projection

<u>Category and Number/Description</u>	<u>Sq. Ft.</u>
Conference (1): 4'x10' table, 30 chairs, display boards, etc.	1,000 °
Terminal Room (1): 10 terminals and related equipment	880 °
Classroom (1): 30 students and visual aid equipment	1,000 °
Vaulted Storage (2)	1. 300 ° 2. 300 °
Registry (1): Xerox, info handling/records, 2 terminals on-the-job training area	500 °

4-21
OIS 81-671/1